

YOUR WORKSTATION ~ Exercises for Office Workers

Appendix C: Exercises for office workers

Stop, s-t-r-e-t-c-h and check!

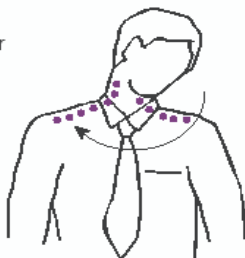
- Do a few of these exercises a few times every day.
- Dots show the muscles that you are exercising.
- Make sure you relax and perform them gently.
- Hold the stretch or repeat as indicated on the diagram.
- Do not over-stretch.
- Stop if you feel discomfort when performing an action.
- Remember to do each side.

While you are exercising, read the notes alongside each instruction and consider whether your workstation is adjusted to suit you. Refer to Section 2 for information on job design.

Neck

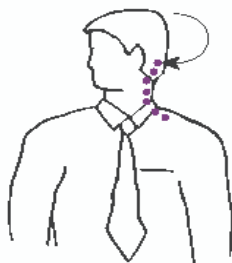
Exercise 1: Head rolls

Gently lower ear to shoulder and hold for 10 seconds. Slowly roll chin to chest and up to other shoulder and hold for 10 seconds. Repeat several times and be careful not to extend your neck back too far.



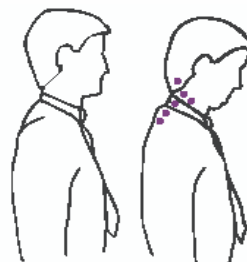
Exercise 2: Head turns

Turn head slowly to look over left shoulder and hold for 10 seconds. Turn head the other way and hold for 10 seconds. Repeat several times.



Exercise 3: Chin tucks

Raise the head to straighten the neck. Tuck the chin in and upwards creating a double chin. This also results in a forward tilt of the head. Hold for 10 seconds and repeat several times.



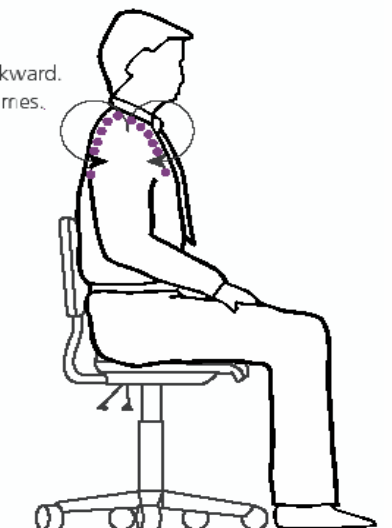
Check neck posture

- Position the top of your screen at eye level.
- Use a document holder directly beside or below the screen – it saves you looking down.

Shoulders

Exercise 4: Shoulder rolls

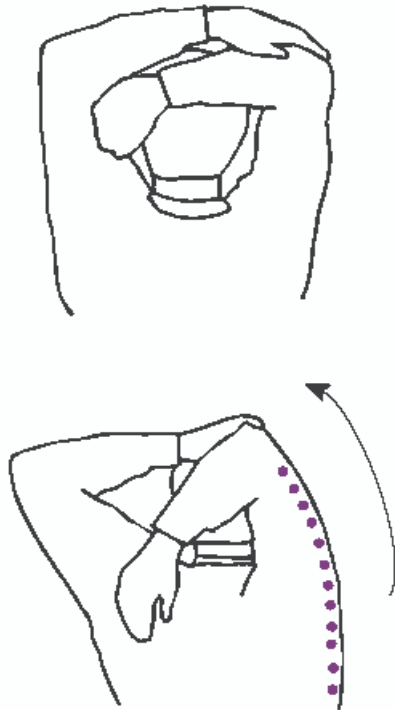
Circle shoulders forward several times, then backward. Repeat 3 to 5 times.



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Exercise 5: Shoulder stretch

Stretch arm above head, cradle elbow with hand and gently pull elbow behind the head. Hold for 10 seconds and repeat several times.



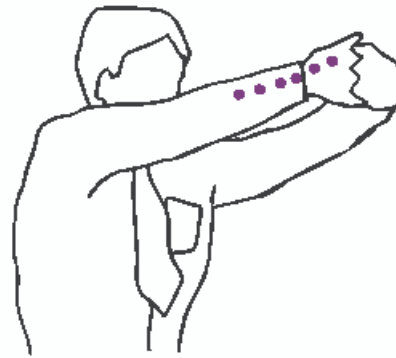
Check shoulder posture

Relax your shoulders and rest your hands on your lap. Bend your elbows to 90 degrees and check the height of your finger tips against your current work height. If the work (keyboard or desk) is higher than your hands you may be hunching your shoulders unnecessarily. If so, try and raise your chair height or lower your desk height and try and relax your shoulders while working.

Wrists, hands and arms

Exercise 6: Wrist stretch

Interlace fingers, palms outward, and straighten arms in front. Hold for 10 seconds and repeat several times.



Check hand and wrist posture

- While keying keep your wrist straight while your fingers are suspended over the keyboard.
- Keep elbows at keyboard level. This may mean adjusting the desk or chair height.
- Don't rest your wrists on the desk or keyboard while keying. Keep hands suspended.
- Rest on the desk between periods of keying.